

**CITY OF LOS ALAMITOS  
PERSONNEL ACTION FORM**

INSTRUCTIONS: The following personnel action requires the approval of the Department Head and the City Manager. All copies of this form should be signed and returned to the Personnel/Payroll Office.

Last Name <b>CONTE</b>	First <b>DAVID</b>	Initial	Social Security <div style="background-color: black; width: 100px; height: 1.2em;"></div>	Department <b>Police</b>	Account Number <b>522</b>
Mailing Address <div style="background-color: black; width: 100%; height: 1.2em;"></div>			City	State	Zip
Birthdate <div style="background-color: black; width: 100%; height: 1.2em;"></div>		Ethnic Code	Sex	Marital Status	Home Phone

ACTION: **Other**

- ☐ Hire
- ☐ Re-Hire
- ☐ Change of Status
- ☐ Change of Classification
- ☐ Transfer
- ☐ Terminate

<b>FROM</b>	Position		
	Status		
	Department		
	Salary	Range	Step

<b>TO</b>	Position		
	Status		
	Department		
	Salary	Range	Step

REASON: **Disciplinary Action**

- ☐ Educational Incentive \_\_\_\_\_ Amount
- ☐ Merit Increase
- ☐ Promotion
- ☐ Demotion
- ☐ Completion of Probationary Period

DATE CHANGE  
IS TO BE  
EFFECTIVE

Reason for Separation:

- ☐ Resignation
- ☐ Discharge
- ☐ Retirement
- ☐ Lay Off
- ☐ Failure to Complete Probation
- ☐ End of Temporary Work
- ☐ Deceased

Employee's services were:

- ☐ Outstanding
- ☐ Above Average
- ☐ Satisfactory
- ☐ Unsatisfactory

Would you recommend for rehire by the City?

- ☐ Yes
- ☐ No
- ☐ Doubtful

Has the employee turned in and accounted for all City property assigned to him through your department?

- ☐ Yes
- ☐ No

PERSONNEL OFFICE

- ☐ Vacation, Sick Leave Payoff & Overtime Data to Finance
- ☐ Gas card turned in
- ☐ I.D. card turned in
- ☐ Keys turned in
- ☐ Retirement Separation Form to Finance
- Date \_\_\_\_\_
- ☐ Exit interview completed

FINANCE DEPARTMENT

- ☐ Retirement Separation Form completed & mailed to State
- Date \_\_\_\_\_
- ☐ Final Check \_\_\_\_\_ Mail
- \_\_\_\_\_ Pickup

REMARKS

Officer David Conte has been the subject of Personnel Investigation #132 wherein allegations of misconduct were found to be sustained. As a result, disciplinary action has been taken resulting in Officer Conte being suspended for a total of fifteen (15) 12-hour work shifts for a total of 180 hours without pay. Dates of suspension without pay to be determined and will be noted on payroll time sheet reports as they occur. Officer Conte will be allowed to utilize vacation time for a portion of the suspension hours.

APPROVAL

☒ Approved

☐ Denied

☐ Approved

☐ Denied

6/4/93

Department Head

Date

City Manager

Date

*Conte*

**LOS ALAMITOS POLICE DEPARTMENT**

**MEMORANDUM**

**DATE:** June 3, 1993

**TO:** OFFICER DAVID CONTE

**FROM:** JIM GUESS, Chief of Police

**SUBJECT:** NOTICE OF INTENT TO ADMINISTER DISCIPLINARY ACTION

You are the subject of Personnel Investigation #132, charging you with certain misconduct alleging violations of Department policies and procedures as well as conduct unbecoming an officer. The following summary constitutes grounds for disciplinary action:

**Violation of Section 1.4.1 of the Rules & Regulations:**

Rights of Individuals - Wherein, on March 11, 1993, at approximately 2130, you were in pursuit of a suspect and upon apprehending him your actions could be reasonably interpreted as brutality and appeared brutal to independent witnesses.

**Allegation SUSTAINED.**

**Violation of Section 1.5.1 Sub. 1 & 2 of the Rules & Regulations:**

Ethical Responsibilities - Wherein, during the same incident, you brought discredit upon yourself and the Department by your actions of striking the subject on the head, not reporting this action to a supervisor, and being untruthful when questioned about the incident.

**Allegation SUSTAINED.**

**Violation of Section 1.5.9 of the Rules & Regulations:**

Withholding Information - You did not tell your supervisor of your actions during the above incident.

**Allegation SUSTAINED.**

**Violation of Section 1.5.11 of the Rules & Regulations:**

False Reports - You were untruthful when interviewed regarding your actions during the above incident.

**Allegation SUSTAINED.**

Investigation into this matter revealed that the above allegations have been sustained. The recommended disciplinary action is as follows:

Violation of Section 1.4.1 Rights of Individuals (Excessive Force)

Six (6) 12-hour Shifts = 72 Hours Without Pay

Violation of Sections 1.5.1 - 1.5.9 - 1.5.11 Ethical Responsibilities

Nine (9) 12-hour Shifts = 108 Hours Without Pay

Your actual 180 hours of suspension will be scheduled at the Department's convenience.

You have the right to respond either orally or in writing or both to the City Manager within three (3) calendar days of receipt of this notice to have a date set for Personnel Commission review.

JG/mw

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**WAIVER:** I understand the circumstances that resulted in the above recommended disciplinary action and request the Department proceed with said disciplinary action.

Date Notified 6-3-93 Signature D. Conte

Notified By: Diane Sweeney